

Office Memorandum
OGC Has Reviewed

UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED]

DATE: 2 May 1950

FROM : [REDACTED]

25X1A

SUBJECT: Check List for Contracting Officer

My comments in connection with the check list for contracting officers are presented herewith:

25X1A

1. This check point is desirable and recent cases have suggested appropriateness, e.g., [REDACTED] a contract in the nature of a covert [REDACTED] cent trans- [REDACTED] Such questions as rights of egress and ingress to government buildings, availability of equipment, documents, and the standards of protection as required thereby are all involved in this check point. Our informal arrangements with [REDACTED] are based on a coordination of this matter prior to the approval of the contract.

25X1A

25X1A

2. This appears to be a strictly administrative matter and clearly the responsibility of the case officer. It is doubtful in my mind whether this office should become involved in such a matter.

25X1A

3. This is a desirable check. In addition to the requirements of [REDACTED] there is involved the possibility of dual compensation, security, conflicting interests, etc.

4. Normally this information is elicited in the course of conversation of the case officer and should determine the nature of the contract to be drafted. For what it is worth, however, it is desirable as a check point.

25X1A

25X1A

In connection with [REDACTED], some explanation would appear appropriate as to why the channel offered by [REDACTED] Regulations is not adaptable to the situation suggested by [REDACTED]

25X1A

25X1A

In connection with [REDACTED] of the suggested check list, a matter of "drifting" out of designated channels may be involved.

5. The whole is equal to the sum of its parts. Therefore, this paragraph can be omitted.

6. a. This is a matter involving administrative consideration and determination and would not appear to be a proper matter for the review of this office unless indicated by apparent inconsistencies.

b. Transportation and travel expenses. This is always a matter for development by inquiry inasmuch as the transportation and travel expenses of the individual are oftentimes qualified by the nature of his cover, by his existing arrangements with his cover, and other elements

which are characteristic of a negotiated contract.

c. Involves the same elements in addition to the individual's familiarity with the area, his mode of living in the area, etc. For example, the not so recent case of the individual under a contract whose duties required his living as a nomad; nevertheless was ~~almost~~ the recipient of a full quarters and ~~cost~~ of living allowance.

d. There are many degrees of authorization for operational expenses. It appears, therefore, desirable that the case officer have knowledge as to what operational activities are contemplated for the agent; also what standards of accounting, consistent with security, can be applied.

7. a. This is important inasmuch as other problems flow from the status of the individual. For example: whether a foreign national is involved, the ability to obtain entry into the country of operations, cover arrangements, etc.

25X1A



c. A situation of this sort warrants consideration, and continuing security is therefore desirable.

d. If the individual concerned is a former employee of the Agency he poses a somewhat different problem than the individual who has had no prior experience with Agency activities, policies and regulations. If such is the case, it appears a desirable check point.

8. This check point is highly desirable and concerns a matter with which the case officer should have a complete speaking acquaintance. This is not one of the matters which should be left up to an assumption, but is one which should be answered on fact.

9. This is a counterpart of paragraph 8 and the statements made in connection with 8 are likewise applicable here.

10. Only in the event of manifest error or inconsistency would it appear proper for this office or any comparable office to delve into this matter. This is not to say that in some instances it may not be worthwhile to suggest or to observe, but rather to say that as a matter of routine it appears questionable.

11. I believe we are about as close as we'll ever be on this one. The paucity of these cases would appear to rest on evaluation or appraisal of prospects prior to association with CIA.

12. This is desirable and there should be a greater understanding as to those expenses which are chargeable under a project. There appears to be a kind of "overhead" conception under which almost any type of expense is chargeable against the project. Whether this can be tied down to any extent is for consideration.

13. Why should we question this?

add

14. Where cover is productive of personal enrichment or improvement either intellectually or materially, have these elements been weighed properly in the absence of an express indication? This is in line with previous comments that while not objectionable, these cases should be scrutinized and tacit approval of the Assistant Directors obtained.

15. What is the relationship of the "case officer" to the "case", first hand, second hand, third hand, or one which is based on gratuitous assumptions? If relationship is not adequate it should be made so before any "abortive" action is attempted by anyone.

25X1A

